

**AGREEMENT BETWEEN  
THE PITTSGOVE EDUCATION ASSOCIATION  
AND  
THE PITTSBORO TOWNSHIP BOARD OF EDUCATION  
JULY 1, 2014 – JUNE 30, 2017**

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## **ARTICLE 1**

### **RECOGNITION**

A. **UNIT**

The Board of Education hereby recognizes the Association as the majority representative for collective negotiations as provided in N.J.S.A. 34:13A-1 et. seq. for full and part-time certificated, professional personnel, custodians, grounds and maintenance employees, paraprofessionals, technology assistants, security, and school building secretarial employees employed by the Pittsgrove Township Board of Education. Excluded are those persons who are required by the Board of Education to possess a supervisor's and/or Principal's certificate and are responsible for the evaluation of personnel, central office secretaries, students of the Board working in part-time positions, craft employees, professional employees, confidential employees, managerial executives, and supervisors.

- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement, shall refer to all certificated employees represented by the Association in the negotiating unit as above defined.
- C. The term "school" shall mean any work location.

## **ARTICLE 2**

### **NEGOTIATION OF A SUCCESSOR AGREEMENT**

A. **DEADLINE DATE**

The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J.S.A. 34:13A-1 et. seq., in good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin according to the dates established by the Public Employees Relations Commission. Any agreement so negotiated shall apply to all employees and be reduced to writing.

- B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- C. Should it be necessary for an employee to participate during working hours in mutually scheduled negotiations, he/she shall suffer no loss in pay.



### ARTICLE 3 GRIEVANCE PROCEDURE

#### A. DEFINITION

A "grievance" shall mean a claim by any employee(s) included in the recognition clause or the Association that there has been an administrative action adversely affecting an employee or a violation of any of the provisions of this Agreement.

1. A grievance to be considered under this procedure must be initiated by the employee within thirty (30) calendar days of its occurrence. Grievances occurring after June 1 may be timely filed on or before September 15<sup>th</sup>.
2. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
3. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step.

#### B. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept informal and confidential.

#### C. PROCESS

1. Any employee having a grievance shall set forth his/her grievance in writing, specifying the section of Agreement violated, the issue in dispute, the disposition desired, and other pertinent data required to process the grievance and shall transmit the grievance to the Principal or Supervisor.
2. The employee or the Principal/Supervisor may request a hearing which, if requested, shall be held within five (5) school days of the Principal's/Supervisor's receipt of the grievance.
3. The Principal/Supervisor shall communicate his/her decision to the employee in writing within five (5) school days of receipt of the written grievance or within five (5) school days after the hearing if a hearing is requested. No response moves the grievance to the next level.
4. The employee, within five (5) school days after receipt of the Principal's/Supervisor's decision, may appeal that decision to the Superintendent by submitting a copy of the written grievance as outlined in C.1 of this procedure



along with the decision rendered by the Principal/Supervisor.

5. The employee or the Superintendent may request a hearing which, if requested, shall be held within five (5) school days of the Superintendent's receipt of the grievance.

6. The Superintendent shall communicate his/her decision to the employee in writing within five (5) school days of receipt of the written grievance or within five (5) school days after the hearing, if a hearing is requested. No response moves the grievance to the next level.

7. If the employee is dissatisfied with the disposition of his/her grievance by the Superintendent, the grievance may be transmitted to the Board within five (5) school days after the Superintendent has communicated his/her decision. The Board, within thirty (30) calendar days, shall hold a hearing with the employee and render a decision within ten (10) school days of the hearing. If the employee is not satisfied with the disposition of his/her grievance by the Board, the employee may within five (5) school days request in writing that the grievance be submitted to arbitration by the Association. If the Association elects to submit the grievance to arbitration, it shall do so within five (5) school days of receipt of the employee's request and provide notification of the Association's decision concerning the employee's request to the Superintendent.

**D. MEETINGS AND HEARINGS**

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

**E. ARBITRATOR**

1. The following procedures shall be used to secure the services of an arbitrator: A request shall be made to the PERC to submit a roster of persons qualified to function as an arbitrator in the dispute in question. Thereafter the parties shall be bound by the rules of the PERC.

2. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/She can add nothing to, nor subtract anything from the Agreement between the parties. The recommendations of the arbitrator shall be final and binding. Only the Board, aggrieved, and his/her representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearings.

**F. COST**

1. Each party shall bear the total cost incurred by themselves. The fees and expenses of the arbitrator are the only costs which shall be shared by the two parties and such costs shall be shared equally.

2. If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute, the Board of Education shall pay only the cost of the substitute.

**G. RIGHTS OF EMPLOYEES TO REPRESENTATION**

Any aggrieved employee may be represented at all steps of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association. The Association shall have the right to be present and to state its view at all stages of the grievance procedure.

**ARTICLE 4**  
**ASSOCIATION RIGHTS AND PRIVILEGES**

- A. The Board agrees to furnish to the Association, through its representative, any public information that is requested within ten (10) school days.
- B. The Association shall have the right to use school facilities for meetings during the hours that a custodian is on duty, provided the facility is not already scheduled for use. The request shall be submitted to the Principal at least one day in advance if the meeting is to be held in a room, auditorium, cafeteria, etc.
- C. The Association shall have the right to use school facilities and equipment, including, but not limited to, duplication equipment, calculation machine, computers, printers, scanners, fax and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use, with the approval of the Principal and provided the Association pays for the cost of all supplies used and damage incurred through the Association's use.
- D. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employee.
- E. Whenever any representative of the Association or any employee(s) participates during working hours in negotiations or grievance procedures, he/she shall suffer no loss in pay nor shall he/she be required to use personal business days provided the Board of Education or its designated representatives and the Association mutually agree to the meeting and to the number of employees as representatives.



**ARTICLE 5**  
**BOARD RIGHTS AND PRIVILEGES**

- A. The Association recognizes the prerogative of the Board to operate and manage the District's affairs in all respects in accordance with the Law and Constitution of New Jersey and the United States. The Board on its behalf hereby retains and reserves unto itself, without limitations, all powers, rights, authorities, duties, and responsibilities. The exercise of the powers, rights, authorities, duties and responsibilities, by the Board and the adoption of such rules, regulations, policies, and other modes of management as it may deem necessary shall be limited only by the terms of this Agreement.

**ARTICLE 6**  
**PROTECTION OF EMPLOYEES AND PROPERTY**

A. **UNSAFE AND HAZARDOUS CONDITIONS**

1. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being as determined by the building administrator whose determination shall be subject to the grievance procedure.

2. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Administration and the Board immediately to develop mutually acceptable programs to guarantee the safety of students, employees, and property.

B. **REASONABLE FORCE**

1. An employee may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense, and for the protection of persons or property.

2. Whenever any action is brought against an employee before the Board or before the Commissioner of Education of the State of New Jersey which may affect his/her employment or salary status, the Board of Education shall reimburse him/her for the cost of his/her defense if the action is dismissed or results in a final decision in favor of the employee.

C. **ASSAULT**

1. **Legal Assistance**

The Board shall give full support including legal and other assistance for any assault upon the employee while acting in the discharge of his/her duties.



**2. Leave**

When absence arises out of or from such assault or injury, the employee shall be entitled to full salary and other benefits less any disability payment for up to one (1) calendar year but shall not forfeit any sick leave or personal leave.

**3. Reimbursement for Personal Property Damage**

The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by an employee while the employee was acting in the discharge of his/her duties within the scope of his/her employment.

**4. Medical**

The Board shall reimburse an employee for the cost of medical, surgical, or hospital service incurred as the result of any injury sustained in the course of his/her employment, over and above that which is provided for by his/her hospitalization policy coverage for up to a period of one (1) calendar year.

**D. REPORTING ASSAULTS**

**1. Principal or Immediate Superior**

Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or immediate superior.

**2. Principal**

Such notification shall be immediately forwarded to the Principal who shall comply with any reasonable request from the employee for the information in the possession of the Principal relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police or the courts.

**ARTICLE 7**

**RIGHTS AND REPSONSIBILITIES (ALL EMPLOYEES)**

**A. INFORMATION PACKET**

An information packet shall be compiled and presented to each new employee providing information on all employee benefits including pension, insurance, and any other benefit to which the employee is entitled. New employees will receive the information packet within thirty (30) days of hire.

**B. EMPLOYEE-ADMINISTRATION LIAISON**

1. The Association President, the selected Administration Liaison of the Association, shall meet with the Administration whenever necessary during the school year to review and discuss current problems and the administration of the Agreement.

2. The Administration shall give consideration to counsel given by employees and shall inform the Board of Education of such counsel in presenting reports requiring Board action.

C. **PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

The Association shall assist the Administration when requested in arranging for in-service courses, workshops, conferences, and programs designed to improve the quality of instruction.

D. **COMPLAINT PROCEDURE**

**Procedural Requirement**

Within seven (7) school days any complaints regarding an employee that are received by any member of the Administration shall be brought to the attention of the employee.

E. **CLASSROOM CONTROL AND DISCIPLINE (TEACHERS)**

A definition of the duties and responsibilities of all teachers pertaining to student behavior shall be reduced to writing by the Superintendent and presented to each teacher.

F. **TEACHER RIGHTS**

1. The teacher has the responsibility of determining grades and other evaluations of students consistent with the grading policy of the school. Grades or evaluations may be changed by the Principal only after consulting with the teacher, unless the teacher is out of town for an extended period. Written notification of the grade change, including the original grade and the changed grade, shall be submitted to the teacher with a copy to the teacher's personnel file. The teacher shall have the right to have a response placed in the teacher's file.

2. No teacher shall be disciplined, reprimanded, reduced in rank or compensation, deprived of any professional advantage, or given any adverse evaluation of his professional services without just cause. Any such action asserted by the Board or any agent or representative thereof shall be subject to the grievance procedure herein set forth.

G. **SUPERVISION OF STUDENT TEACHERS OR PRACTICUM STUDENTS**

1. Supervision by a teacher of a student teacher or practicum student shall be voluntary. Prior to the placement of any student with a teacher, the teacher shall consent to accept a student teacher or practicum student in writing.

2. Each cooperating teacher shall be provided with release time with pay for attendance at regularly scheduled orientation and evaluation sessions sponsored by a student teacher's/ practicum student's college or university.



3. A cooperating teacher shall not be given additional assignments outside of his regular responsibilities during the period he/she is supervising a student teacher or practicum student.

**H. VOLUNTARY TRANSFERS AND REASSIGNMENTS (ALL EMPLOYEES)**

All vacancies shall be publicized in accordance with the following procedures:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association. Employees who desire to apply for such vacancies shall submit their application in writing to the Superintendent within the time limit specified in the notice.
2. During the summer period when school is not in regular session, the Superintendent shall notify the Association of any vacancy in position for which they desire to apply. Such notice shall be sent as far in advance as practical.
3. All qualified employees shall be given adequate opportunity to make application for such positions and no positions shall be filled until all properly submitted applications have been considered. The Board agrees to give due weight to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, consideration shall be given to qualified employees already employed by the Board.

**I. WORK RULES FOR SUPPORT STAFF EMPLOYEES**

1. The Board may adopt and post or otherwise disseminate such rules and regulations, as it may desire, provided that the same are not contrary to this Agreement.
2. All custodial and maintenance employees who are required to hold a Black Seal License shall be entitled to the following:  
The Board shall pay the cost of the licensing course; straight-time wages for actual course hours; or conduct the course during duty hours with no loss of pay and mileage when the course is offered outside the district.
3. Those custodial and maintenance employees who are required by the Board of Education to hold a pesticide license/certificate, or asbestos removal certificate, shall receive a stipend of \$250.00 per certificate held.

**J. DISCIPLINARY PROCEDURE FOR SUPPORT STAFF EMPLOYEES**

1. Violations of Board policy, rules, or regulations shall be cause for disciplinary action as outlined below. Employees shall have the right to dispute any charge or alleged violation and may appeal such action through the grievance procedure. There shall be three (3) separate penalties applied when it is necessary to impose



disciplinary measures. No employee shall be disciplined or reprimanded without just cause.

a. A written reprimand can be placed in the employee's personnel file in the case of minor offenses. The Board shall furnish the employee with a copy of the reprimand. The employee shall be required to sign the file copy for the sole purpose of acknowledging that he/she has received his/her copy. The employee shall have the right to submit a written response within ten (10) workdays of receipt of the evaluation. The written response shall be included in the employee's personnel file.

b. Suspension from work without pay may occur for periods varying from one (1) to ten (10) days, according to the gravity of the offense and the previous record of the employee concerned.

c. An employee may be discharged for good cause.

2. Sections 1.a and 1.b above must be bypassed for serious infractions, such as, but not limited to, theft, fighting, and drinking on the job.

## **ARTICLE 8**

### **CALENDAR/WORK LOAD (ALL EMPLOYEES)**

Prior to March 15<sup>th</sup> the Association will bring to the attention of the Board, through the Superintendent, any dates that it feels should be considered for inclusion in the school calendar.

#### **A. TEACHING HOURS AND TEACHING LOAD AND TEACHING WORK YEAR**

##### **1. Teacher Day**

a. The check-in procedure for teachers will be to place their initials, as normally signed, in the appropriate column on the faculty sign-in roster. In addition, teachers who are late will state the reason and time in the block.

b. Teachers who arrive after the designated starting time or leave prior to the scheduled teachers' departure time without the approval of the building Principal, shall lose pay at the rate of fifteen dollars (\$15) per each quarter hour. After the fourth lateness, in a school year, teachers will be subject to progressive disciplinary procedures.

c. Teachers shall be required to report for duty no later than fifteen (15) minutes before the beginning of the pupils' instructional school day, and shall be permitted to leave no earlier than fifteen (15) minutes after the close of the pupils' instructional day, except those teachers who are on duty, as

currently practiced. Teachers may be required to remain in school until the regular teacher departure time on early dismissal days except the day before Thanksgiving, the last school day before Christmas, the last student day in June, closing due to an emergency, or evening parent conference days. The next to last student day in June will be a half day for students.

d. The amount of time a teacher may be assigned to a duty before or after the school day cannot cause the total length of the teacher's day to exceed the contractual length of time of the teacher day by more than ten (10) minutes. This time limitation does not apply to meetings, conferences, etc.

e. The length of the in-school workday for teachers at all district schools shall be seven (7) hours and one (1) minute.

f. If a breakfast program for students is mandated by state or federal statute in any building, the staff will be required to come in five (5) minutes earlier, thereby adding five (5) minutes to the length of the day.

## **2. Lunch Periods**

a. Teachers shall have a duty-free lunch period of at least the same length of time as the students in their respective schools.

b. Teachers may leave the building during their lunch period after clearance through the school office. Clearance shall mean the teachers shall place initials, as normally signed, on a sign-in/sign-out sheet indicating departure and return by this method.

## **3. Meetings**

a. Teachers shall be required to remain at school, at the end of the regular workday, without additional compensation for the purpose of attending faculty meetings called by the administration. Such faculty meetings will not exceed two (2) meetings per building per month.

b. Building Principals shall avoid the practice of conducting meetings after the regular school workday on days when faculty attendance at school is not required the following day.

c. The Principal shall give the teachers advance notice when requesting faculty meetings, if possible.

d. Any teacher who is required by the Administration or Board of Education to teach a workshop beyond the workday shall be compensated at the teacher's rate of pay ( $\text{gross salary}/200 = \text{daily rate}/7 = \text{hourly rate}$ ).

e. Any teacher who is required by the Administration or Board of Education to attend a workshop beyond the workday shall be compensated at the rate of \$29 per hour.



f. Teachers' attendance at courses for which salary guide movement can be attained, such as District technology courses, shall not also be eligible for the per hour payment.

g. Teachers are required to attend Back-to-School Night open house at their respective schools unless the teacher is absent, on authorized leave that day, or has been excused by the Principal at least one (1) week in advance. Teachers may be required to attend up to three (3) evening meetings per school year. These evening meetings may include one (1) or more back-to-school nights. Teachers shall be notified at least thirty (30) days in advance of any required evening meetings. When evening meetings are scheduled on an individual teacher or small group of teachers' basis, the teacher(s)' personal schedule will be considered.

#### **4. Preparation Time**

a. All High School teachers shall have preparation time of one (1) period per day. All Middle School teachers shall have a preparation time of forty-two (42) minutes each full day. All teachers at Norma Elementary School, Olivet Elementary School, and Elmer Elementary School shall have a preparation time of forty (40) minutes each full day.

b. Effective July 1, 2012, all District teaching staff members shall have preparation time of one (1) period each full day, no less than forty (40) minutes in duration, and not to exceed forty-five (45) minutes in duration.

c. Middle and junior/senior high school teachers not assigned regular classroom duties will be afforded break time during the school day, not to exceed one-half (1/2) period per day upon notification of their immediate supervisor. When assigned to teaching responsibilities for a marking period contractual preparation time shall apply.

d. On scheduled minimum length school days the periods scheduled shall be adjusted so that preparation time for classroom teachers is alternated between the morning and afternoon schedules.

#### **5. Work Year**

a. The in-school work year for teachers shall not exceed one-hundred eighty (180) days of pupil instruction and five (5) in-service days.

b. Teachers who are in their first year of work in the District shall be scheduled to work up to an additional four (4) days during the ten (10) day period before existing teachers are required to report to work for the school year.

#### **B. WORK DAY/YEAR/HOLIDAYS SUPPORT STAFF**

1. All employees will be required to clock-in/sign-in and clock-out/sign-out on a



daily basis. The employee shall indicate the time of arrival and the time of departure by the method prescribed by the Board.

2. The workday for a part time employee shall be a minimum of four (4) consecutive hours per day.

### **3. Custodial and Maintenance Employees**

a. The September 1 through June 30 workday for custodial employees shall be eight (8) hours which shall include a paid thirty (30) minute lunch period. Custodians will be required to remain in the building during this paid lunch period. The July 1 through August 31 workday for custodial employees shall be eight and one-half (8-1/2) hours which shall include an unpaid thirty (30) minute lunch period. The workday for custodians who are required to work the night shift between July 1 and August 31 will be eight (8) hours including a paid thirty (30) minute lunch during which the custodian(s) shall be on call and shall remain in the building.

b. The workday for maintenance employees shall be eight and one-half (8-1/2) hours which shall include an unpaid thirty (30) minute lunch period.

c. The work year for custodial and maintenance employees shall be based on two thousand eighty (2,080) hours.

d. Employees who are called in to work for emergencies after normal working hours shall be guaranteed a minimum of three (3) hours pay. On multiple call-ins on the same day, the time must have expired to be eligible for a second three (3) hour minimum guarantee.

e. If Custodial or Maintenance staff is called into work during the winter recess, a floating day will be granted to compensate for the missed day.

f. When an employee's shift is changed without the consent of the employee, the employee shall be paid at the overtime rate for the first workday on the new shift.

### **4. Secretarial and Clerical Employees**

a. The workday for secretarial and clerical staff shall be seven and one-half (7-1/2) hours which excludes an unpaid thirty (30) minute lunch period.

b. The work year for twelve (12) month secretarial and clerical employees shall be based on one thousand nine hundred fifty (1,950) hours.

c. The work year for ten (10) month secretarial and clerical employees shall be based on one thousand six hundred twenty-five (1,625) hours commencing September 1 and ending June 30.

d. In case of cancellation of school due to weather or other emergent needs, secretaries will not be required to make up time nor will they be charged personal, vacation, or sick time for same.

#### **5. Instructional Aides/Non-Instructional Aides**

a. The instructional aides and the non-instructional aides shall work the same amount of days as the teachers do during every school year covered by this agreement.

b. A non-instructional aide shall be defined as an aide not participating in a teaching situation.

c. The workday for aides shall be determined by the building principal. When the workday exceeds six (6) hours, the aide shall be entitled to an unpaid lunch break of either thirty (30) minutes or equal in length to the student lunch period.

d. The workday for instructional aides shall be the same length as the teacher workday in their respective buildings. Instructional aides shall have a duty-free lunch period of at least the same length of time as the students in their respective buildings:

#### **6. Security Personnel**

Security personnel shall work the same amount of days as the teachers during every school year covered by this agreement. The hours of work for employees shall be determined by the Board within the limitations set above. An employee's workday shall consist of consecutive hours except for lunch. The workweek shall be scheduled on the basis of five (5) consecutive days.

#### **7. Overtime**

a. Employees shall be paid-one and one-half (1-1/2) times their regular hourly rate of pay for all work in excess of forty (40) hours per week. Paid holidays shall count as days worked in the computation of the forty (40) hours. Employees may, with the consent of the administrator, elect compensatory time in lieu of pay for overtime worked. The compensatory time shall be at the time and one-half (1 1/2) rate. The employee shall state his/her request for compensatory time at the time that the overtime is offered. Request for compensatory time must be submitted to the immediate supervisor for prior



approval. For secretary/clerical/aide employees, it shall be the building principal, and for custodial/maintenance/cafeteria employees, it shall be the supervisor of buildings and grounds.

b. When there are insufficient volunteers in classifications other than custodial for overtime work, the overtime will be assigned on a seniority basis by classification within the building where the overtime is required. A rotational roster for involuntary overtime assignments shall be maintained by building, with the least senior employee, by classification, being placed first on the roster.

c. Custodial overtime shall be assigned in accordance with a building seniority roster starting with the most senior employee in each building. A refusal of overtime counts as a turn on the roster. When all custodians in the building refuse overtime, the overtime will be assigned to the employee who first refused the overtime.

#### **8. In-Service Training**

All 10 and 12 month employees may be required to attend up to twelve (12) hours of in-service training per contract year outside of the regular contract day. Such in-service training shall be limited to a maximum of one (1) time per month for two (2) hours per day for 10 and 12 month employees; two (2) six (6) hour days for 180 day / or less employees. The employees shall be given at least fourteen (14) days' notice of the in-service training time.

#### **9. Holidays**

All twelve (12) month employees will have the following paid holidays:

Independence Day	Winter Recess
Labor Day	Martin Luther King Day
Columbus Day	President's Day (2)
NJEA Days (2) (Secretaries Only)	Good Friday
Veteran's Day	Easter Monday
Thanksgiving (2)	Memorial Day

All ten-month employees will have the holidays received by the 12-month employees that fall within their work year.

Holidays on Saturday/Sunday will be scheduled on a weekday. The Board will schedule the remaining holidays at the time the calendar is adopted.



## ARTICLE 9

### SALARIES

- A. The salaries of all teachers covered by the Agreement are set forth in Appendices "A-1, A-2, and A-3" which is attached hereto and made a part thereof.
1. Horizontal advancement on the salary guide will be on the basis of graduate level courses only, except the Superintendent may approve the use of up to six (6) undergraduate or Pittsgrove in-service course credits toward horizontal advancement. Credits submitted prior to November 1 and approved will be credited for salary advancement retroactive to the beginning of the school year. Credits submitted and approved prior to April 1 will be retroactive to February 1 of the year submitted.
    - a. In-service Credit may be submitted for up to six (6) of the undergraduate credits, if approved by the Superintendent. Fifteen (15) hours of in-services shall equal one (1) credit hour.
    - b. In-service Credit hours are defined as workshops arranged by the Chief Academic Officer and taught within the District. No credit shall be given for any hours that occur within the regular teachers' workday.
    - c. A teacher must earn a grade of "B" or better in the in-service course to have it count for pay scale advancement. Grades will be determined by the instructor as a result of evaluation of written work, such as assignments and projects; class participation; and final assessment.
    - d. The In-service Credit workshops offered by the District must meet an identified need of the district and be approved in advance by the Superintendent and Board of Education.
  2. To be eligible for vertical salary guide progression a teacher must be paid for ninety-five (95) or more days per year.
  3. Credit may be given for full-time teaching experience in private and parochial schools or colleges and universities if the teacher was fully certified at the time of such experience.
  4. Teachers with military service shall receive one (1) credit for each year of service up to four (4) years.
  5. Each teacher employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments on the 15<sup>th</sup> and 30<sup>th</sup> of each month.
  6. When a payday falls on or during a school holiday, vacation, or weekend employees shall receive their paychecks on the last previous working day.

7. Placement on the salary scale for teachers new to the District may be limited to Step 4 regardless of experience or previous teaching experience.
- B. Supplementary contract stipends listed in Appendices "C" and "D" will be paid as follows:

Fall Sports	September 30 and December 15
Winter Sports	December 15 and March 15
Spring Sports	March 15 and June 15
Non-Seasonal Activities	December 15 and June 15.

C. **TUTORING/HOME INSTRUCTION**

During the term of this Agreement, teachers who perform home tutoring shall be compensated at the rate set forth in Appendix D. Teachers who perform on-campus instruction/tutoring shall be compensated at the same rate as home tutoring.

D. **GAME WORKERS AND MANAGERS (ALL EMPLOYEES)**

Game Workers and Game Managers shall be paid (per sporting event), and shall be paid in the first pay period following the conclusion of the sport's season in which they worked.

E. **CLASS COVERAGE**

Each building is to establish a list of unit members who agree to provide coverage for classes for reimbursement at the negotiated rate during their non-duty times.

When a teacher absorbs students into his/her classroom due to lack of a substitute, the teacher will be compensated on the pro-rated standard substitute per diem rate.

F. **SUMMER SCHEDULING/CURRICULUM WRITING AND CURRICULUM PROFESSIONAL DEVELOPMENT**

During the term of this Agreement, any teacher who does scheduling or curriculum work in the summer as advertised and approved by the Board of Education shall be compensated at the rates set forth in Appendix D.

- G. The salaries of all support staff employees by the Agreement are set forth in "Appendix B" which is attached hereto and made a part thereof.

H. **DEDUCTION FROM SALARY (ALL EMPLOYEES)**

1. The Board agrees to deduct from the salaries of its employees dues for the Pittsgrove Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310,



Public Laws 1967 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Pittsgrove Education Association by the 15<sup>th</sup> of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations,

Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

Discontinuance of such deductions shall be provided by law.

2. The Board agrees to deduct, from employee's salaries, money for NJEA approved income protection insurance, as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such insurance company. Discontinuance of such deductions shall be as provided by law. Employees may elect to have an eligible percentage of such payments deposited into a 403B plan according to the Internal Revenue Service (IRS) regulations. Employees must be enrolled in a Board approved 403B plan at least sixty (60) days prior to retirement date.
3. Employees will be permitted to authorize payroll deductions for contributions to a tax sheltered annuity plan(s) and the local employees' federal credit union. The tax sheltered annuity plan(s) must be approved by the Board.
4. Payments to credit unions and annuity plans will be mailed or electronically transferred on the payroll date.
5. The Board will contribute \$200 to each full-time, twelve-month support staff employee's 403B plan by September 30<sup>th</sup> of each contract year.

#### **I. REPRESENTATION FEE**

1. The Association will provide a list of all employees who failed to arrange for and become members of the Association and a request that the representation fee of such non-members be deducted in accordance with the Agreement.
2. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list, during the remainder of the membership year in question.
3. All employees represented under this Agreement shall be enrolled in the District's direct deposit payroll system.
4. On or about the last day of each month, beginning with the month this

Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the proceeding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.

5. The Association hereby agrees to indemnify, defend, and save harmless the Board from any claim, suit, or action of any nature whatsoever which may be brought at law or equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any employee of any sum of money as a representation fee under the provisions of this Agreement provided the Board has fully complied with the requirements contained herein. In addition, the Board shall be required to make available any and all public records necessary for such defense.

## ARTICLE 10

### SENIORITY EMPLOYMENT STATUS (SUPPORT STAFF)

- A. Seniority is defined as an employee's full-time services within his/her department with the Pittsgrove Township Board of Education beginning with his/her date of employment in that department. Such seniority shall accumulate until there is a break in service.
- B. A break in continuous service occurs when an employee resigns, is discharged, retires or goes on an unpaid leave of absence (including maternity/paternity) that extends beyond three (3) months.
- C. An employee who is rehired after layoff or returns from an unpaid leave of absence shall not suffer the loss of accumulated seniority and additional seniority shall accrue from the date of resumption of service.
- D. A seniority list, by classification, shall be given to the Association President not later than September of each year.
- E. All new employees shall be hired with an annual employment contract which has a probationary clause covering the first ninety (90) work days, with a fourteen (14) work day termination notice by either the employer or the employee.
- F. An employee's status as an employee of the Board shall terminate for any of the following reasons:
  1. Resignation or retirement.
  2. Discharge.
  3. Continuous layoff for a period exceeding the duration of the employee's service up to a maximum of two (2) years.
  4. Failure of laid-off employees to return to work on the date specified in any notice of recall, except for good cause.



5. Failure to report back to work immediately upon the expiration of vacation or leave of absence, without a valid reason.

## **ARTICLE 11**

### **INSURANCE (ALL EMPLOYEES)**

- A. The Board shall provide a dental insurance program including full-family coverage where appropriate. The dental insurance, or its equivalent, shall be the plan in effect during the 2003-2004 school year.
- B. Effective July 1, 2008, the Board shall provide the Association with insurance, including prescription coverage, through the School Employees Health Benefits Program (SEHBP). The Association will receive their insurance benefits through the NJ Direct 10 Plan, and the Association members shall be afforded all of the benefits also available under the SEHBP. Any change in healthcare provider must be equal to or greater than the current coverage.
- C. The Board will provide cash payments to those employees who wish to waive or "opt out" of Board provided insurance coverages.

For those employees who choose to waive coverage, the Board of Education will pay the appropriate amount in conformity with the opt-out provisions of the School Employees Health Benefit Plan (SEHBP).

Payments for waiver of coverage will be made in two (2) annual installments. The first payment will be made in December of the school year in which coverage is waived, and the second payment will be made in June of the school year in which coverage is waived.

Proof of coverage must be provided in order to receive any of the payments. Waiver of coverage can be made during both open enrollment periods, and such payment for waiver will be pro-rated regarding the time of coverage.

Such waiver is irrevocable for the plan year (July 1 through and including the following June 30), unless the employee meets one or more of the criteria of a "Family Status Change", which includes, but is not limited to:

- Marriage, divorce, or legal separation
- Death of a spouse or dependent
- Birth or adoption of a dependent
- Termination or commencement of participant's or spouse's employment
- Participant or spouse taking an unpaid leave or absence lasting more than thirty (30) calendar days
- Participant or spouse having a significant change in health coverage due to spouse's employment

- Ineligibility of a dependent
- Bankruptcy court order

- D. A Section 125 plan will be established for the benefit of Pittsgrove Township Board of Education employees.
- E. The Board of Education will contribute \$300 for any full time, **support staff employee** (\$150 for a part-time employee) who enrolls in a Prudential or like disability program. (This benefit will end if disability coverage is provided by the district in the future.)

## ARTICLE 12

### REIMBURSEMENT

#### (MILEAGE / TUITION / CLASS COVERAGE)

#### A. MILEAGE REIMBURSEMENT (ALL EMPLOYEES)

Employees who use their personal automobile for school business shall be reimbursed for this travel at the OMB Rate or as by the State of New Jersey law. All employees shall submit mileage vouchers on at least a monthly basis.

#### B. TUITION REIMBURSEMENT (SUPPORT STAFF)

1. The Board will pay the full cost of tuition and fees incurred in connection with any courses, workshops, seminars, or in-service training which an employee is required by the Superintendent to take. If the employee withdraws or fails the course, workshop, etc., the employee will be required to reimburse the Board for any tuition and fees incurred.
2. Employees who voluntarily and successfully complete a course(s) that is directly related to their duties provided the course(s) has been approved in advance by the Superintendent shall be eligible to receive reimbursement for the cost of tuition. Tuition reimbursement shall be limited to six (6) credits per employee per year at a maximum per credit cost for undergraduate courses at the New Jersey State Colleges. The Board's total expenditure shall not exceed \$3,500 per year.

#### C. TUITION REIMBURSEMENT (TEACHERS)

1. In order for the Board of Education to provide to a teacher tuition assistance for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education, the institution shall be a duly authorized institution of higher education as defined in Section 3 of P.L. 1986, c. 87 (C.18A:3-15.3), the employee shall obtain approval from the Superintendent of



Schools prior to enrollment in any course for which tuition assistance is sought. In the event the Superintendent denies the approval, the employee may appeal the denial to the Board of Education, and the tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

Full tuition cost at the rate charged at the college attended shall be paid for all graduate level courses which meet the criteria in the above paragraph, and which are approved in advance by the Superintendent with a minimum grade of "B." Teachers who have completed their certification requirements may receive tuition reimbursement for undergraduate level courses which meet the criteria in the above paragraph, provided the course has been approved in advance by the Superintendent for reimbursement. Teachers will be allowed two (2) "C's" if matriculated for an advanced degree and one (1) "C" if in a certification program. Denial of tuition reimbursement for undergraduate level courses shall be grievable to the Board level only.

2. The Board's total annual expenditure, excluding the cost of tuition reimbursement to advance beyond the BA column as provided in Section A. of this Article shall be limited to:

2014-2015	\$44,000.00
2015-2016	\$44,000.00
2016-2017	\$44,000.00

As a condition of tuition reimbursement, in each year set forth above, there shall be a maximum payout per individual teacher according to the following:

2014-2015	\$3,800.00
2015-2016	\$3,800.00
2016-2017	\$3,800.00

Payback will be required only if the employee voluntarily separates service from the District. Payback will be required at the following rate: 100%, if leaving within twelve (12) months after the course is completed; 50%, if leaving twelve to twenty-four (12-24) months after the course is completed; and no reimbursement if leaving two (2) or more years after completion of the course.

3. Tuition reimbursement will be made during the months of October, February, and July provided full verification of course completion is received prior to the first of the month. Requests for tuition reimbursement must be submitted within three (3) months of receipt of grade or transcripts or reimbursement will be forfeited.
4. Supervisory/Administrative coursework can be approved by administration

for tuition reimbursement under the following conditions.

- a. A maximum of three (3) credits per semester/six (6) credits per year may be approved, except during a year when the administrative internship is scheduled when this number may be exceeded.
- b. A maximum of 30% from the Board of Education tuition reimbursement allotment, under Article 12.C.2 may be used for supervisory/administrative courses.
- c. Administration approval/disapproval of courses in this section is not subject to the grievance process, and this section supersedes any past practice.

### **ARTICLE 13**

#### **CLOTHING ALLOWANCE (SUPPORT STAFF)**

- A. The Board will provide foul weather gear for employees who are required to work in inclement weather. New foul weather gear will be made available by August 30th of year one of the contract and then every other year.

**B. UNIFORMS**

**1. Custodial/Maintenance Uniforms**

- a. Each custodial/maintenance employee shall receive uniforms consisting of:
  - Five (5) pants (maintenance workers may substitute denim pants)
  - Five (5) summer shirts (cotton t-shirts may be substituted for collared shirts)
  - Five (5) long-sleeve shirts
- b. The employee shall be responsible for cleaning and maintaining uniforms.
- c. Unusable garments shall be turned in for replacement.
- d. One (1) pair of safety shoes per year
- e. New uniforms will be made available by August 30th of each year.

**2. Security Uniforms**

- a. Each security employee shall receive uniforms consisting of:
  - Raincoat/Windbreaker with Pittsgrove Schools/Security on back and front
  - Winter Jacket with Pittsgrove Schools/Security on back and front



- All weather boots
- Five (5) short sleeve and five (5) long sleeve polo shirts with  
Pittsgrove Schools/Security on back and front
- Five (5) pair of slacks/pants
- b. New uniforms will be made available by August 30th of each year.

**ARTICLE 14**  
**LEAVES OF ABSENCE**  
**(SICK DAYS, PERSONAL DAYS,**  
**BEREAVEMENT DAYS, VACATION DAYS)**

**A. SICK DAYS (TEACHERS)**

1. As of September 1, all teachers in the Pittsgrove Township Schools, shall be entitled to ten (10) sick leave days each school year. Unused sick leave days shall be accumulated from year to year with no maximum limit. Anyone employed after September 1<sup>st</sup> shall be granted one (1) sick leave day per month of employment. All sick leave days shall be credited on the first day of employment whether or not the teacher reports to work on that day.
2. Employees shall be given a written accounting of accumulated sick leave days no later than October 30<sup>th</sup> of each school year.

**B. SICK DAYS (SUPPORT STAFF)**

1. Employees hired after the first working day of their work year shall earn one (1) day of sick leave per month of employment for the balance of the school year.
2. All employees other than new hires, see section A above, shall be credited with the same number of sick leave days as there are months in their work year. These days shall be added to the employee's sick leave account on the first workday of the employee's work year.
3. Sick leave pay shall be calculated on the basis of the employee's regularly scheduled workday.
4. Unused sick leave shall accumulate from year to year without limitation.
5. Medical certification may be required for sick leave claimed in accordance with N.J.S.A. 18A:30-4.
6. Sick leave days may be used for medical tests and/or examinations when such tests or examinations cannot be given other than during working hours. In such a case, an employee shall provide a note or certificate stating that a medical test and/or examination was given on the date of the absence upon return to work. This

does not include annual or regular physicals, eye examinations, etc.

**C. SICK LEAVE BANK (ALL EMPLOYEES)**

In accordance with N.J.S.A. 18A:30-10, The Pittsgrove Township Board of Education ("Board") and the Pittsgrove Education Association ("PEA") have agreed to the establishment of a Sick Leave Bank ("SLB"). Sick leave drawn from the SLB shall be treated for all purposes as it were accrued sick leave time of the employee who receives it. No employee shall be required to participate in the SLB. The SLB shall operate under the following provisions as mutually agreed upon by the Board and the PEA:

**1. Donors to the SLB:** In order to be eligible to donate to the SLB, a Donor must retain a minimum of twenty-five (25) sick leave days after donating to the SLB.

**2. Maximum Yearly Donation:** A donor may donate a maximum of ten (10) sick days per school year to the SLB. The SLB shall never exceed 500 donated days throughout the life of the successor collective bargaining agreement (July 1, 2014 to June 30, 2017).

**3. Loss of Donated Days:** Donors have been advised, understand, and agree that when sick leave day(s) is/are donated to the SLB, the sick leave day(s) will be lost for use by the Donor in any subsequent years.

**4. Additional Donations:** In the event the number of sick leave days available in the SLB is below thirty (30) days, individual eligible Donors will be requested, but not required, to make additional donations to the SLB.

**5. Use of the SLB:** An individual employee in the PEA may apply for usage and received donated days from the SLB. However, in order to apply for usage and receive donated days from SLB, an individual employee must have exhausted all of his/her available and/or accumulated sick leave. An individual employee is not required to donate to the SLB in order to receive/use donated days from the SLB.

**6. Review Committee:** A Review Committee shall be established by the Board and the PEA. The Review Committee is comprised of six (6) members. The following members comprise the Review Committee: (1) Board of Education member; (2) Superintendent of Schools; (3) School Business Administrator; (4) PEA president; (5) PEA member designated by the PEA President; (6) PEA member designated by the PEA President. The Review Committee is responsible to review and approve/deny all SLB requests. **Note:** If the PEA President or any of the two (2) PEA designated members apply for usage of the SLB, then, whichever member applies for usage of the SLB shall be prohibited from any discussions regarding approval/disapproval of the same application for usage. Rather, a substitute shall be provided for that individual. The substitute shall be a member of the PEA Executive Board. In order to be eligible as a substitute, that member of the



PEA Executive Board shall be chosen by a majority of the PEA Executive Board. A substitute is allowed to review and approve/disapprove any applications for usage of the SLB.

**7. Re-Application for Use of the SLB:** Individual employees who have applied for and been approved for use of the SLB by the Review Committee, may re-apply for utilization of the SLB in the same school year.

**8. SLB Use Requests:** An individual employee shall provide a written request for participation in the SLB. Such written request shall be on a form provided by the Superintendent's office. All written requests shall be simultaneously provided to both the Superintendent of Schools and the School Business Administrator. The form requires the individual employee's signature attesting to the application for usage of the SLB. The individual employee is required to write the date on the form of the application for usage of the SLB. Any individual employee who completes the form and applies for usage of the SLB automatically and irrevocably agrees that any and all decisions by the Review Committee are final and binding. If an individual employee's request for usage for the SLB is denied, that individual employee retains no rights whatsoever to appeal such decision. As such, legal action of any kind (including, but not limited to filing of grievances or any other form of litigation) against the Board of Education (or any of its members individually), the PEA (or any of its members individually), the Administration, or Review Committee members is strictly prohibited.

All individual employee's requests for usage of the SLB shall include medical verification from a physician regarding the nature and anticipated duration of the personal disability due to illness or injury. If an individual employee is incapable of making/and or completing the written request for participation in the SLB, a family member or other responsible adult is allowed to make the request on the individual employee's behalf. The name of that family member or other responsible adults, and all necessary contact information, shall be provided on the written request form submitted to the Superintendent and the Business Administrator.

A check-list shall be developed by the Review Committee to determine individual employee eligibility for usage of the SLB. The check-list shall be utilized for all requests made to the Review Committee regarding individual employee eligibility for usage of the SLB.

All documentation submitted by the individual employee shall become part of the individual employee's permanent, confidential, medical file. Such documentation shall only be viewable by the members of the Review Committee, and, if necessary, the school physician. Verification of continued personal disability due to illness or injury may be required at reasonable intervals by either or both the Board of Education and/or the Review Committee.

The Review Committee shall render all decisions within thirty (30) calendar days

from the day of a completed written request. A completed written request shall contain all components necessary for the Review Committee to render its decision. If one (1) or more components of a completed written request is/are missing or incomplete, then the Review Committee shall render its decision within thirty (30) calendar days of the date of the completed written request. All decisions regarding a completed written request are strictly within the authority and discretion of the Review Committee.

**9. Applicability with Other Forms of Leave:** The SLB's usage is strictly for personal disability due to illness or injury. The SLB shall not be utilized for, or in lieu of, leave entitlements under the New Jersey Family Leave Act or the Federal Family and Medical Leave Act.

**10. Applicable Law:** The provisions of N.J.S.A. 18A:30-6 are applicable to an individual's usage of SLB days.

**D. MATERNITY LEAVE (ALL EMPLOYEES)**

Maternity leave shall be treated as provided for by applicable laws and statutes.

**E. PERSONAL DAYS (ALL EMPLOYEES)**

At the beginning of the school year, employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay for each school year.

1. An employee shall be entitled to three (3) days non-accumulative leave of absence for personal, legal, business, household, or family matters which require absence during the school hours with full pay for each school year. Notification to the Principal, in written form for personal leave shall be made five (5) days prior to taking such leave except in cases of extreme emergency for which a stated reason must be given and must be approved by the Superintendent.

2. No personal days may be taken immediately preceding or immediately following a holiday or on an in-service day unless for a stated reason approved by the Superintendent or his designee.

**F. PERSONAL DAYS (TEACHERS)**

1. Not more than seven and one half percent (7 1/2%) of the teachers of any building shall be granted personal days on the same day. Should the building contain less than ten (10) teachers, it is understood the limit of teachers absence due to personal days, shall be one (1).

2. No personal days may be taken after June 1<sup>st</sup> by a teacher unless for a stated reason by the Superintendent or his designee.

3. Personal days will be taken as full days or half days

4. Teachers shall be paid eighty-five dollars (\$85.00) for each unused personal leave day defined in Section E.1. above. Payment for unused personal leave days shall be



paid by July 15th of each school year. A teacher may elect to have his/her unused personal leave converted to accumulated sick leave in lieu of the payment described above. Written notice of the election shall be provided to the Business Office no later than June 1. In the absence of such notice, the payment will be made.

5. Teachers who achieve perfect attendance (no sick/personal/bereavement days used) will be compensated three hundred dollars (\$300.00). The three hundred dollars (\$300.00) will be paid by July 15<sup>th</sup>.

#### **G. PERSONAL DAYS (SUPPORT STAFF)**

1. For support staff employees- In order to accommodate a specific need for excused personal time of less than one (1) full day, individuals may be granted up to four (4) hours flex time within a pay period. Use must be approved in writing in advance by the immediate supervisor, and the time must be made up within the two-week pay period. Time may be made up in increments of one (1) hour, exclusive of lunch, either before or after the regular workday, with the immediate supervisor's approval. Failure to make up the time will result in a deduction in pay. This is not grievable beyond the Superintendent of Schools.

2. Support Staff Employees who do not use any sick days during the July 1 to June 30 or September 1 to June 30 work year, will receive a perfect attendance bonus of \$350. Use of personal days will not count against the perfect attendance bonus.

#### **H. BEREAVEMENT (ALL EMPLOYEES)**

1. Death in the immediate family entitles an employee up to a maximum of five (5) school days leave of absence per death without loss of pay. "Immediate Family" shall mean employee's spouse, child, brother, sister, parent or surrogate parent, parent-in-law, former legal guardian, grandchild, and member of the employee's immediate household. Two (2) days of paid leave shall be available for the death of an employee's grandparent.

2. Up to one (1) day of paid leave shall be available for the death of aunts, uncles, brothers-in-law, and sisters-in-law.

3. Proof of death/notice of death shall be furnished upon request by the Superintendent and/or his/her designee.

#### **I. VACATION (SUPPORT STAFF)**

1. Twelve (12) month employees shall be entitled to paid vacations. Vacation leave shall be earned during the year and shall be credited to each employee's account as of July 1.

2. New hires shall earn three (3) vacation days after six (6) months of service. Upon completion of one (1) full year of employment, new hires will earn two weeks of vacation.

1 -3 years	-	10 work days
4 years	-	11 work days
5 years	-	12 work days
6 years	-	13 work days
7 years	-	14 work days
8 years	-	16 work days
12 years	-	18 work days
15 years	-	20 work days
20 years	-	21 work days
25 years	-	22 work days

3. The Board may designate a district-wide summer and winter vacation period in the school calendar. Summer vacation days shall be designated not later than April 30 for the following July and August and not later than October 31 for the following December through February. Employees whose earned vacation days are less than the number of days designated by the Board shall have the option of either taking the additional time off without pay or working provided work is available. Employees whose earned vacation days exceed the number of designated vacation days shall take the excess days in accordance with the provisions of Section 5 below.

4. Provided the Board has not designated district-wide vacation periods, or when vacation entitlement exceeds the designated period, request for vacation days shall be submitted at least thirty (30) days prior to the requested vacation. Vacation schedules shall be subject to the approval of the building principal for secretarial/clerical employees and the supervisor of Buildings and Grounds for custodial/maintenance employees.

5. The Pittsgrove Township Board of Education believes it is in the best interest of the employees to utilize vacation time as authorized. It also recognizes that at certain times this is not possible. In keeping with the philosophy, it shall be the policy of the Pittsgrove Township Board of Education that no employee may hold in reserve (banking) more than four (4) weeks' vacation time. Time in excess of four (4) weeks shall be deemed lost. Personnel may elect payment in lieu of vacation time reserved and current accrued upon termination of employment with Pittsgrove Township Schools.

6. Employees who transfer from a ten (10) to a twelve (12) month position shall be granted vacation entitlement as follows:

<u>Months Worked</u>	X	Annual	=	Vacation
12		Vacation Days		Entitlement



**J. SABBATICAL LEAVE (TEACHERS)**

1. A sabbatical leave shall be granted to a teacher on tenure who has completed seven (7) or more years of services in the District by the Board for bona fide study toward a master or doctorate degree for reasons of value to the school system.
2. Sabbatical leave shall be granted to no more than ten (10%) percent of the staff in any one year.
3. Request for sabbatical leave must be received by the Superintendent in writing no later than January 1, and action must be taken on all such requests no later than February 1 of the school year preceding the school year in which the sabbatical leave is requested.
4. A sabbatical leave shall be for a full school year and the teacher shall be paid by the Board at fifty (50%) percent of the salary rate which he would have received if he had remained on active duty if said leave is for study, less the regular deduction for U.S. Federal Income Tax, Social Security, N.J. State Income Tax, and for New Jersey Teachers' Pension Fund as computed for all present entrants employed in the State. Salary shall be paid in accordance with the general time schedule for payment of salaries in the Pittsgrove Township Schools.
5. Upon returning from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of absence.
6. As a condition of being granted leave, the teacher shall enter into a contract upon terms to be mutually agreed upon to continue in the service of the Board for a period of not less than two (2) years after expiration of the leave of absence. If the teacher fails to continue in service after such leave of absence, such teacher shall repay to the Board a sum of money bearing the same ratio to the amount of salary received while on leave of absence that the unperformed part of the two (2) subsequent years of service bear to the full two (2) years, unless such teacher is incapacitated, has been discharged, or has been released for good and sufficient reasons by the Board from this obligation.
7. The period of sabbatical leave shall count as regular service for the purpose of retirement planning, and contributions by the teacher to the retirement fund shall continue as usual during such period. Tenure rights shall not be impaired.
8. Should the program of study being pursued by a teacher on sabbatical leave be interrupted by a serious accident or illness during such leave (established by evidence satisfactory to the Board) this fact shall not constitute a breach of the conditions of such leave nor prejudice the teacher against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Board was notified of such accident or illness by certified letter within ten (10) days of its occurrence.

9. If the Superintendent is convinced that the teacher on sabbatical leave is not fulfilling the purpose for which the leave was granted, he shall report this fact to the Board and the Board may terminate the leave of absence as of the date of its abuse giving the teacher an opportunity to be heard.
10. At the expiration of sabbatical leave, the certificated employee shall be reinstated in the position held by such employee at the time such leave was granted, unless he or she shall agree otherwise, provided conditions do not arise which, in the judgment of the Board, indicate the desirability of changing such employee's location and type of work.
- K. Leaves taken pursuant to Article E. (above) shall be in addition to any sick leave to which the employee is entitled.

## **ARTICLE 15**

### **EVALUATIONS**

#### **A. EVALUATION (TEACHERS)**

All professional staff members will be evaluated with respect to their performance of all duties assigned to them and all duties and responsibilities recognized as incumbent upon and/or expected of a professional staff member.

##### **1. Procedure**

- a. Observation shall mean a visitation to an assigned work station by a certified supervisor for the purpose of formally collecting data on the performance of a teaching staff member's assigned duties and responsibilities.
- b. Evaluation reports based on a classroom and/or office observation shall be limited to the performance observed in that classroom/office situation and may include references to grade book, plan book, and test file, or material related to the office or function for teachers not assigned to regular classrooms.
- c. Teachers shall be evaluated in accordance with current State law, including P.L. 2012, ch.26, regulations under N.J.A.C. 6A:10, and current Board of Education policy.
- d. Within seven (7) school days following a formal observation, a written report shall be given to the teacher. The teacher shall have the written report at least twenty-four (24) hours prior to a conference. The teacher shall be entitled to a conference with the evaluator within ten (10) school days following the classroom visitation. Where a deficiency is noted, suggestions for improvement will be listed.
- e. Teachers shall be required to sign both upon receipt of the written evaluation



report and at the conclusion of the conference. A teacher's signature on the evaluation report acknowledges receipt or that a conference was held. It does not indicate agreement with the contents of the report. No evaluation report shall be submitted to the central office, placed in a teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

f. Each faculty member has the right to submit a rebuttal to an evaluation without prejudice. Such rebuttal must be submitted within ten (10) school days following the conference unless an alternative method of dispute resolution is to be utilized, the administrator shall be advised in writing within ten (10) school days if an alternate method of dispute resolution is to be utilized. Within ten (10) days of the conclusion of the alternate method of dispute resolution regarding the evaluation report, the teacher shall have the right to submit a rebuttal to report.

g. Where a deficiency has been noted in a teacher's evaluation that required more frequent observations, a pre-conference, requested by either party (evaluate/evaluator), must be held between one (1) and ten (10) school days prior to the next formal observation.

h. Teacher Advisement Forms will be followed by a conference at the request of either party in accordance with the guidelines above.

i. Other evaluations/observations will be written. The Board retains the right to use the Teacher Advisement Form for classroom/office observation of more or less than the duration specified above.

**B. EVALUATIONS (SUPPORT STAFF)**

1. Within five (5) days of the evaluation conference, employees shall receive signed and dated written copies of all performance and/or conduct evaluations. Said copy shall be received at least 24 hours prior to the conference. The employee shall sign the completed file copy of the evaluation for the sole purpose of indicating receipt of a copy of the evaluation. Each employee shall receive a minimum of one (1) written performance evaluation per school year prior to April 1.
2. The employee shall have the right to submit a written response within ten (10) workdays of receipt of the evaluation. The written response shall be included in the employee's personnel file.
3. Professional Development for support staff will be part of the evaluation procedure.
  - a. In-service credit hours are defined as workshops arranged by the district and taught within the district.

- b. A support staff member will receive a certificate of completion in the in-service course. Completed in-service credit hours will be reviewed at the employee's annual evaluation, and future goals will be set.
- c. The in-service credit workshops offered by the district must meet an identified need of the district and be approved in advance by the Superintendent.
- d. Workshops offered outside of the district (which shall include on-line courses) and required by the district can be used as in-service credit. All out of district or on-line workshops require prior approval from the Superintendent. Reimbursement for all costs of these workshops and on-line courses will be paid by the district upon receipt of a certificate of completion.
- e. In-service credit hours will be offered for training to learn how to operate new equipment. A support staff member will receive a certificate of completion for the in-service credit hours.

## **ARTICLE 16**

### **SEPARATION BENEFITS**

#### **A. ALL EMPLOYEES**

Employees may elect to have an eligible percentage of unused sick pay deposited into a 403B plan according to the Internal Revenue Service (IRS) regulations. Employees must be enrolled in a Board approved 403B plan at least sixty (60) days prior to retirement date.

#### **B. TEACHERS**

1. In order to better plan for teacher hiring, there shall be a payment for early notice of separation. For a separation occurring at the close of business on June 30 of any year, written notice of his/her intention to separate provided to the Board prior to January of that year will result in payment of \$1,400 in the month following the separation. For separations occurring on any date other than June 30<sup>th</sup>, written notice of his/her intention to separate at least one (1) year prior to the official date of the separation will result in a payment of \$1,400 in the month following the separation. To be eligible for such sum the individual teacher must have consistently been employed in the Pittsgrove Township Schools for the ten (10) years immediately preceding separation and shall have accumulated unused sick leave days of no less than fifty (50).
2. Upon separation from the District and with the eligibility described in Article 16.B.1, the Board of Education shall remit payment which shall be computed by multiplying one-half (1/2) of the total number of unused sick days accumulated by the teacher, times the daily salary of a substitute teacher.



Teachers with twenty-five (25) years of service shall receive payment computed by multiplying four-fifths (4/5) of the total number of unused sick days times the salary of a substitute teacher.

**C. SUPPORT STAFF**

1. After the first year of employment, employees who resign with at least two (2) weeks advance notice will be entitled to vacation pay as follows:

$$\frac{\text{Months Worked}}{12} \times \text{Annual Vacation Days} = \text{Vacation Entitlement}$$

2. Support Staff Employees who separate after ten (10) or more years of service in the school district shall receive sixty-five dollars (\$65) per day for 50% of their total accumulated unused sick leave and personal leave days.
3. Support Staff Employees who separate after twenty (20) or more years of service in the school district shall receive ninety dollars (\$90) per day for 75% of their total accumulated unused sick leave and personal leave days.
4. Support Staff Employees will give the Board of Education, in writing, three (3) months' notice of separation (exceptions will be made in cases of approved disability.)

**ARTICLE 17**  
**MISCELLANEOUS PROVISIONS**

- A. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement shall continue to be so applicable during the terms of this Agreement.
- B. Any individual contract between the Board and an individual teacher here to after or hereafter executed shall be subject to and consistent with this Agreement.
- C. This Agreement shall be provided electronically as soon as practical after the Agreement has been signed. The cost of printing in the least expensive manner possible shall be shared equally by the Board and the Association.
- D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by registered or certified letter at the following addresses:
  1. If by Association to Board of Education:

Pittsgrove Township Schools  
1076 Almond Road  
Pittsgrove, NJ. 08318

2. If by Board to Association:

Pittsgrove Education Association  
(current location of PEA President)  
Pittsgrove, N J. 08318

- E. The Board and Association agree that individual teacher's contracts for the school year should be issued on or before the date established by the commissioner or legislature of the particular year, and shall be required to be returned to the Board not later than thirty (30) days after the teacher receives the individual teacher contract for the particular year.
- F. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.



**ARTICLE 18**  
**DURATION OF AGREEMENT**

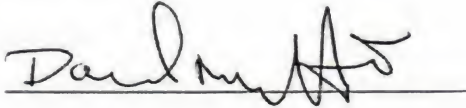
A. This Agreement shall be in effect from July 1, 2014 through June 30, 2017.

B. IN WITNESS WHEREOF the Association has caused this Agreement to be signed by its President and secretary, and the Board has caused this Agreement to be signed by its President attested by its secretary and its corporate seal to be placed hereon, all of this 15<sup>th</sup> day of June 2015.

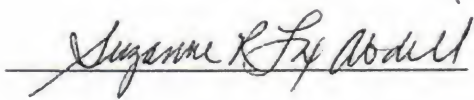
PITTSBGROVE TOWNSHIP

BOARD OF EDUCATION

President



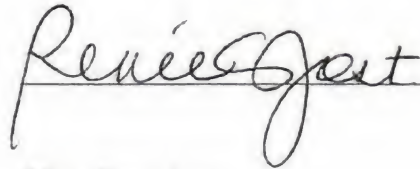
Secretary



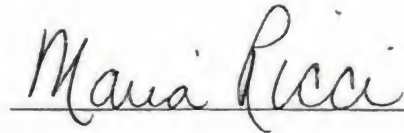
PITTSBGROVE TOWNSHIP

EDUCATION ASSOCIATION

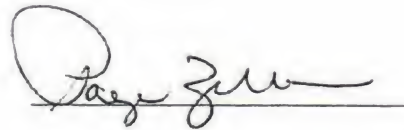
President



Vice President



Vice President



### PART TIME EMPLOYEES

All part-time employees will be paid on a prorated basis of the minutes worked over the total teaching day. Prep time will also be apportioned on the same prorated basis. The teacher day for Norma/Elmer/Olivet/Middle/High School will not exceed seven (7) hours and one (1) minute or four hundred twenty-one (421) minutes. For teachers in all schools, the length of the teacher day will be five (5) minutes longer, when the District is operating a mandated breakfast program, as in Article 18A.5.

Example: 3 Instructional/Duty Periods at High School

Passing Time	9
3-46 Minute Periods	138
1-23 Minute Periods	23
15 Minutes Before	15
15 Minutes After	15
	200 Minutes - <u>200 Minutes</u>
	421 Minutes



### CATEGORY DEFINITIONS

Code	Description	Degree Requirements
BA	Bachelors Degree	Bachelors Degree
B15	Bachelors +15	Bachelors Degree Plus 15 Credits
BA30	Bachelors + 30	Bachelors Degree Plus 30 Credits
MA	Masters	Masters Degree

### APPENDIX A-1

#### 2014-2015 TEACHER SALARY GUIDE

Any teacher who was on Step 21 the prior year of employment shall receive, as longevity, payment of \$1,050 added to his/her negotiated salary. This additional payment shall be considered as part of the salary guide in future negotiations.

Step	BA	B15	B30	MA
1	49,500	50,600	51,270	52,145
2	50,000	51,100	51,770	52,645
3	50,500	51,600	52,270	53,145
4	51,500	52,600	53,270	54,145
5	52,500	53,600	54,270	55,145
6	53,500	54,600	55,270	56,145
7	54,500	55,600	56,270	57,145
8	55,500	56,600	57,270	58,145
9	56,500	57,600	58,270	59,145
10	57,750	58,850	59,520	60,395
11	59,000	60,100	60,770	61,645
12	60,250	61,350	62,020	62,895
13	61,500	62,600	63,270	64,145
14	63,250	64,350	65,020	65,895
15	65,000	66,100	66,770	67,645
16	66,750	67,850	68,520	69,395
17	68,500	69,600	70,270	71,145
18	70,850	71,950	72,620	73,495
19	73,200	74,300	74,970	75,845
20	75,550	76,650	77,320	78,195
21	78,280	79,380	80,050	80,925

# APPENDIX A-2

## 2015-2016 TEACHER SALARY GUIDE

Any teacher who was on Step 21 the prior year of employment shall receive, as longevity, payment of \$1,050 added to his/her negotiated salary. This additional payment shall be considered as part of the salary guide in future negotiations.

Step	BA	B15	B30	MA
1	49,719	50,819	51,489	52,364
2	50,219	51,319	51,989	52,864
3	50,719	51,819	52,489	53,364
4	51,719	52,819	53,489	54,364
5	52,719	53,819	54,489	55,364
6	53,719	54,819	55,489	56,364
7	54,719	55,819	56,489	57,364
8	55,719	56,819	57,489	58,364
9	56,719	57,819	58,489	59,364
10	57,969	59,069	59,739	60,614
11	59,219	60,319	60,989	61,864
12	60,469	61,569	62,239	63,114
13	61,719	62,819	63,489	64,364
14	63,469	64,569	65,239	66,114
15	65,219	66,319	66,989	67,864
16	66,969	68,069	68,739	69,614
17	68,969	70,069	70,739	71,614
18	71,319	72,419	73,089	73,964
19	73,780	74,880	75,550	76,425
20	76,280	77,380	78,050	78,925
21	79,280	80,380	81,050	81,925



# APPENDIX A-3

## 2016-2017 TEACHER SALARY GUIDE

Any teacher who was on Step 21 the prior year of employment shall receive, as longevity, payment of \$1,050 added to his/her negotiated salary. This additional payment shall be considered as part of the salary guide in future negotiations.

Step	BA	B15	B30	MA
1	50,147	51,247	51,917	52,792
2	50,647	51,747	52,417	53,292
3	51,147	52,247	52,917	53,792
4	51,897	52,997	53,667	54,542
5	52,897	53,997	54,667	55,542
6	53,897	54,997	55,667	56,542
7	54,897	55,997	56,667	57,542
8	55,897	56,997	57,667	58,542
9	56,897	57,997	58,667	59,542
10	58,147	59,247	59,917	60,792
11	59,397	60,497	61,167	62,042
12	60,647	61,747	62,417	63,292
13	61,897	62,997	63,667	64,542
14	63,647	64,747	65,417	66,292
15	65,417	66,517	67,187	68,062
16	67,417	68,517	69,187	70,062
17	69,417	70,517	71,187	72,062
18	71,917	73,017	73,687	74,562
19	74,517	75,617	76,287	77,162
20	77,280	78,380	79,050	79,925
21	80,280	81,380	82,050	82,925

## APPENDIX B

Employees hired prior to December 1, 2008, will receive the salaries listed on their individual contracts.

Code:           OG = "Off Guide"

10-Month Secretaries			
	Year 1	Year 2	Year 3
Step	2014-15	2015-16	2016-17
1	25,681	26,583	27,513
2	26,229	27,131	28,061
3	26,778	27,680	28,610
4	27,326	28,228	29,158
5	27,875	28,777	29,707
6	28,423	29,325	30,255
7	28,972	29,874	30,804
8	29,520	30,422	31,352
9	30,069	30,971	31,901
10	30,617	31,519	32,449
11	31,165	32,067	32,997
12	31,714	32,616	33,546
13	32,262	33,164	34,094
14	32,811	33,713	34,643
15	33,359	34,261	35,191
OG	44,267	45,169	46,099
OG	45,888	46,790	47,720

12-Month Secretaries			
	Year 1	Year 2	Year 3
Step	2014-15	2015-16	2016-17
1	31,025	31,927	32,857
2	31,683	32,585	33,515
3	32,342	33,244	34,174
4	33,000	33,902	34,832
5	33,658	34,560	35,490
6	34,316	35,218	36,148
7	34,974	35,876	36,806
8	35,632	36,534	37,464
9	36,290	37,192	38,122
10	36,949	37,851	38,781
11	37,607	38,509	39,439
12	38,265	39,167	40,097
13	38,923	39,825	40,755
14	39,581	40,483	41,413
15	40,239	41,141	42,071
OG	55,275	56,177	57,107



Paraprofessionals & Computer Aides

	Year 1	Year 2	Year 3
Step	2014-15	2015-16	2016-17
1	21,088	21,699	22,326
2	21,540	22,151	22,778
3	21,993	22,604	23,231
4	22,445	23,056	23,683
5	22,897	23,508	24,135
6	23,349	23,960	24,587
7	23,801	24,412	25,039
8	24,254	24,865	25,492
9	24,706	25,317	25,944
10	25,158	25,769	26,396
11	25,610	26,221	26,848
12	26,063	26,674	27,301
13	26,515	27,126	27,753
14	26,967	27,578	28,205
15	27,419	28,030	28,657
OG	24,504	25,115	25,742

Security Monitors

	Year 1	Year 2	Year 3
Step	2014-15	2015-16	2016-17
OG	28,526	29,238	29,967

Custodians

	Year 1	Year 2	Year 3
Step	2014-15	2015-16	2016-17
1	28,922	30,399	31,914
2	29,613	31,090	32,605
3	30,304	31,781	33,296
4	30,995	32,472	33,987
5	31,686	33,163	34,678
6	32,377	33,854	35,369
7	33,068	34,545	36,060
8	33,759	35,236	36,751
9	34,450	35,927	37,442
10	35,141	36,618	38,133
11	35,832	37,309	38,824
12	36,523	38,000	39,515
13	37,214	38,691	40,206
14	37,905	39,382	40,897
15	38,596	40,073	41,588
OG	59,217	60,694	62,209

Maintenance

	Year 1	Year 2	Year 3
Step	2014-15	2015-16	2016-17
1	50,554	52,009	53,501
2	51,642	53,097	54,589
3	52,730	54,185	55,677
4	53,818	55,273	56,765
5	54,906	56,361	57,853
6	55,993	57,448	58,940
7	57,081	58,536	60,028
8	58,169	59,624	61,116
9	59,257	60,712	62,204
10	60,345	61,800	63,292
11	61,432	62,887	64,379
12	62,520	63,975	65,467
13	63,608	65,063	66,555
14	64,696	66,151	67,643
15	65,784	67,239	68,731
OG	42,395	43,850	45,342
OG	64,674	66,129	67,621
OG	67,900	69,355	70,847

# Appendix C

Activity	2014-15			2015-16			2016-17		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Athletic Trainer	8,567	8,992	9,471	8,609	9,037	9,518	8,653	9,082	9,566
Baseball Head	4,556	5,069	5,625	4,578	5,095	5,653	4,601	5,120	5,681
Baseball 1st Asst	3,506	3,910	4,333	3,524	3,930	4,354	3,542	3,950	4,376
Baseball 2nd Asst	3,329	3,717	4,138	3,345	3,736	4,158	3,362	3,755	4,179
Basketball Head Boys	5,393	5,940	6,506	5,420	5,969	6,539	5,447	5,999	6,572
Basketball 1st Asst Boys	4,122	4,504	4,914	4,142	4,527	4,939	4,163	4,550	4,964
Basketball 2nd Asst Boys	3,687	4,083	4,532	3,706	4,104	4,554	3,724	4,124	4,577
Basketball Head Girls	5,393	5,940	6,506	5,420	5,969	6,539	5,447	5,999	6,572
Basketball 1st Asst Girls	4,122	4,504	4,914	4,142	4,527	4,939	4,163	4,550	4,964
Basketball 2nd Asst Girls	3,687	4,083	4,532	3,706	4,104	4,554	3,724	4,124	4,577
Cheerleader - Head Fall	4,021	4,496	4,906	4,041	4,518	4,931	4,061	4,541	4,955
Cheerleader - Head Winter	4,021	4,496	4,906	4,041	4,518	4,931	4,061	4,541	4,955
Cross Country Boys	4,021	4,496	4,906	4,041	4,519	4,931	4,061	4,541	4,956
Cross Country Girls	4,021	4,496	4,906	4,041	4,519	4,931	4,061	4,541	4,956
Field Hockey - Head	4,556	5,069	5,625	4,578	5,095	5,653	4,601	5,120	5,681
Field Hockey 1st Asst	3,506	3,910	4,333	3,524	3,930	4,354	3,542	3,950	4,376
Football Head	6,414	6,930	7,545	6,446	6,965	7,582	6,478	7,000	7,620
Football 1st Asst (3)	4,502	4,951	5,419	4,525	4,975	5,446	4,548	5,000	5,473
Football 2nd Asst (2)	3,822	4,174	4,586	3,841	4,195	4,609	3,860	4,216	4,632
Golf	3,628	4,126	4,505	3,646	4,146	4,528	3,664	4,167	4,551
Indoor Track	3,540	3,978	4,428	3,557	3,998	4,450	3,575	4,018	4,472
Middle School - Wrestling	2,280	2,491	2,756	2,292	2,504	2,769	2,303	2,516	2,783
Middle School - Coaches (2)	2,280	2,491	2,756	2,292	2,504	2,769	2,303	2,516	2,783
Soccer Head Boys	4,556	5,069	5,625	4,578	5,095	5,653	4,601	5,120	5,681
Soccer 1st Asst Boys	3,506	3,910	4,333	3,524	3,930	4,354	3,542	3,950	4,376
Soccer Head Girls	4,556	5,069	5,625	4,578	5,095	5,653	4,601	5,120	5,681
Soccer 1st Asst Girls	3,506	3,910	4,333	3,524	3,930	4,354	3,542	3,950	4,376
Softball Head	4,556	5,069	5,625	4,578	5,095	5,653	4,601	5,120	5,681
Softball 1st Asst	3,506	3,910	4,333	3,524	3,930	4,354	3,542	3,950	4,376
Softball 2nd Asst	3,329	3,717	4,138	3,345	3,736	4,158	3,362	3,755	4,179



# Appendix C

Activity	2014-15			2015-16			2016-17		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Swimming Head	4,556	5,069	5,625	4,578	5,095	5,653	4,601	5,120	5,681
Swimming 1st Asst	3,506	3,910	4,333	3,524	3,930	4,354	3,542	3,950	4,376
Tennis Head Boys	4,021	4,496	4,906	4,041	4,519	4,931	4,061	4,541	4,956
Tennis 1st Asst Boys	3,489	3,891	4,311	3,506	3,910	4,333	3,524	3,930	4,354
Tennis Head Girls	4,021	4,496	4,906	4,041	4,519	4,931	4,061	4,541	4,956
Tennis 1st Asst Girls	3,489	3,891	4,311	3,506	3,910	4,333	3,524	3,930	4,354
Track Head Boys	4,556	5,069	5,625	4,578	5,095	5,653	4,601	5,120	5,681
Track 1st Asst Boys	3,506	3,910	4,333	3,524	3,930	4,354	3,542	3,950	4,376
Track 2nd Asst Boys	3,329	3,717	4,138	3,345	3,736	4,158	3,362	3,755	4,179
Track Head Girls	4,556	5,069	5,625	4,578	5,095	5,653	4,601	5,120	5,681
Track 1st Asst Girls	3,506	3,910	4,333	3,524	3,930	4,354	3,542	3,950	4,376
Track 2nd Asst Girls	3,329	3,717	4,138	3,345	3,736	4,158	3,362	3,755	4,179
Track Asst B/G Swing	2,362	-	-	2,374	-	-	2,385	-	-
Weight Room Fall	1,054	-	-	1,060	-	-	1,065	-	-
Weight Room Spring	1,054	-	-	1,060	-	-	1,065	-	-
Weight Room Summer	1,614	-	-	1,622	-	-	1,630	-	-
Wrestling Head	5,394	5,940	6,506	5,421	5,969	6,539	5,448	5,999	6,572
Wrestling 1st Asst	4,122	4,504	4,914	4,142	4,527	4,939	4,163	4,550	4,964

04/14/15

# Appendix D

Activity	2014-15			2015-16			2016-17		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Band	3,818	4,005	4,891	3,837	4,025	4,916	3,856	4,045	4,940
Band Front	2,366	2,695	3,181	2,378	2,709	3,197	2,389	2,722	3,213
Student Council - SHS	2,035	2,457	2,894	2,045	2,470	2,909	2,056	2,482	2,923
Yearbook Head - SHS	3,412	3,745	4,399	3,429	3,763	4,421	3,446	3,782	4,443
Academic Recognition Advisor	1,994			2,004			2,014		
Academic Team (2)	1,228			1,234			1,240		
Advisor - 10th Gr	1,994			2,004			2,014		
Advisor - 11th Gr	2,271			2,283			2,294		
Advisor - 12th Gr	2,696			2,710			2,723		
Advisor - 9th Gr	1,994			2,004			2,014		
Art Activities	2,448			2,460			2,473		
Choral Director	1,528			1,535			1,543		
Computer Resources - SHS	1,083			1,089			1,094		
Detention Monitor - PTMS (2)	1,200			1,206			1,212		
Detention Monitor - SHS	2,516			2,528			2,541		
Drama	1,752			1,760			1,769		
German Club Advisor	1,994			2,004			2,014		
Grade Level Chairperson (6-8)	3,043			3,058			3,074		
Grade Level Chairperson (K - 5)	2,129			2,139			2,150		
Grade Level Chairperson (Pre-K)	1,064			1,070			1,075		
Head Nurse - District	1,501			1,509			1,517		
Jazz Band Director	1,961			1,971			1,980		
Liaison (Building)- SpEd (3)	4,253			4,274			4,296		
Liaison (Content Area) (6)	1,331			1,337			1,344		
Mock Trial Advisor	1,228			1,234			1,240		
Musical Assistant (2)	3,275			3,292			3,308		
Musical Director	3,768			3,787			3,806		
Musical Vocal Coach	1,368			1,375			1,382		
National Honor Society Advisor	1,961			1,971			1,980		
Peer Mediation	1,296			1,303			1,309		
Safety Patrol - Olivet	466			469			471		
Sapience	2,011			2,021			2,031		
Schalick Sunrise	1,296			1,303			1,309		
Sound & Lighting Club Advisor	1,994			2,004			2,014		
Student Council - PTMS	2,087			2,098			2,108		
Teacher in Charge - Elmer	2,068			2,079			2,089		
Teacher in Charge - Norma	2,068			2,079			2,089		
Teacher in Charge - Olivet	2,068			2,079			2,089		
Tech Mentor (5) 1 / School	1,206			1,212			1,218		
Yearbook - PTMS	1,519			1,526			1,534		
Yearbook Assistant - SHS	2,728			2,741			2,755		



# Appendix D

Activity	2014-15			2015-16			2016-17		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
<b>Other Positions</b>									
Class Coverages (per coverage)	28.15			28.30			28.45		
Curriculum Writing - NEW (per assignment)	500.00			502.50			505.00		
Curriculum Writing - REVISED(per assignment)	300.00			301.50			303.00		
Family Math (per hour)	27.15			27.30			27.45		
Family Science (per hour)	27.15			27.30			27.45		
Game Manager (per evening)	57.30			57.60			57.90		
Game Worker (per evening)	50.25			50.50			50.75		
Middle School Clubs (per hour)	26.15			26.30			26.45		
Music Lessons Summer (per hour)	26.15			26.30			26.45		
Newspaper (per issue)	442.20			444.40			446.60		
Sound Tech (per 2 hr min)	35.20			35.40			35.60		
<b>Summer Prof Dev (per assignment) *</b>	300.00			* See Below			* See Below		
Tutoring / Home Instruction (per hour)	37.20			37.40			37.60		

\* Summer Prof Dev Assignment is defined as ten (10) hours. Anything less or more than ten (10) hours shall be pro-rated at a rate of \$30.00 per hour in 2014-15; \$31.50 per hour in 2015-16; and \$33.00 per hour in 2016-17.

